



# Mission Support Alliance

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## Statement of Work

Title: Fleet Services Mobile Lube Truck

Revision Number: 1

Date: May 30, 2012

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### 1.0 INTRODUCTION / BACKGROUND

The Hanford Site occupies approximately 586 square miles of the southeastern part of Washington State, and is managed by the U.S. Department of Energy (DOE). Mission Support Alliance, LLC. (MSA), (Buyer) is a Prime Contractor to DOE at the Hanford Site. Fleet Services is the MSA organization responsible for maintaining fleet equipment utilized by Hanford Site contractors.

### 2.0 OBJECTIVE

The purpose of this contract is to procure one (1) Mobile Lube Truck for the Buyer. In order to effectively support the needs of site contractors, it is imperative that the Buyer maintains reliable service equipment to be utilized in their execution of work. The Buyer will utilize the mobile lube truck to perform maintenance on fleet vehicles and equipment in the field. Other Hanford Site Contractors will be supported through utilization of this equipment as well.

### 3.0 DESCRIPTION OF WORK – SPECIFIC

#### Task One

The Subcontractor shall supply one (1) Mobile Lube Truck to the Buyer in accordance with the requirements listed in this Statement of Work (SOW), in addition to those identified in Attachment B, “Mobile Lube Truck Specification.”

#### Acceptance Criteria for Task One

- The Vehicle delivery shall include all certicards or warranty identification cards furnished to the trade in general in accordance with extended warranty policy.
- The Vehicle shall pass receipt inspection by the Buyer in accordance with Quality Assurance criteria listed in Section 4.3.
- The lube system shall pass operational testing and all pressurized systems shall be leak tested at least 20% above normal working pressure.
- The Vehicle shall meet all contractual requirements and specifications included in this SOW.



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## Task Two

Within five working days of delivery and acceptance of the vehicle at the Hanford Site, the Subcontractor shall provide one, four hour training session on equipment operation instruction to applicable Buyer personnel. Training will be conducted in the non-badged parking lot behind 2355 Stevens Drive, Richland, Washington.

## Acceptance Criteria for Task One

- Hanford personnel will be trained on equipment operation as instructed by qualified Subcontractor personnel.

## **4.0 REQUIREMENTS**

### General

For any work performed on the Hanford Site or any MSA controlled facility, the provisions of the On Site Services Provisions, SP-5, will apply to Subcontractor personnel.

### **4.1 Technical Requirements**

All work shall be performed in strict accordance with the following technical requirements, national codes and standards, specifications, drawings, and any other documents, which by this reference are made a part of this SOW.

### Codes and Standards

- Federal Motor Vehicle Safety Standards
- The vehicle(s) shall be manufactured in accordance with any and all applicable United States Department of Transportation (USDOT) regulations, including the Code of Federal Regulations (CFR), Title 49, Part 393.
- Washington State Department of Transportation (WADOT) load limits for state roads. The Subcontractor shall provide the Buyer with a written statement certifying that the provided vehicle meets WADOT gross vehicle weight requirements.

### Special Requirements

- The Vehicle will be covered by an extended three (3) year warranty. This warranty will apply to the chassis and the service body.
- Warranty and service locations for the Vehicle must be within a 185 mile radius of Richland, Washington as detailed in Attachment C "Service Location Radius Map."
- The Subcontractor shall ensure that all equipment controls are readily accessible, protected from damage, and clearly and properly identified as to their function.



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- The Subcontractor shall perform a lube system operation test on the completed unit and shall submit the test results in accordance with the requirements of Section 4.3.
- All pressurized systems shall be leak tested at least 20% above normal working pressure, with the test results submitted in accordance with the requirements of Section 4.3.

All inspection of the work performed under this contract shall be arranged by the Contract Specialist (CS).

## **4.2 ES&H Requirements**

The Subcontractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Subcontractor shall comply with, and assist the Buyer in complying with Environmental, Safety, Health, and Quality (ESH&Q) requirements of all applicable laws, regulations, and directives.

### **4.2.1 Safety Requirements**

The Subcontractor shall ensure their personnel are equipped with the appropriate Personal Protective Equipment (PPE) to perform the work in a safe manner. The PPE shall consist of, at the minimum: gloves, safety glasses, hard hat, and substantial footwear. Some PPE will be available (non-prescription safety glasses and gloves) for the personnel to use if PPE is forgotten or damaged.

The Buyer's Technical Representative (BTR) and Industrial Hygienist shall determine what PPE will be required at each stage of the work performed and reserve the right to shut down the job in the event there is a safety concern with the work or with the PPE.

## **4.3 Quality Assurance Controls and Requirements**

The Subcontractor shall be responsible for performing quality workmanship and shall conduct the quality control measures necessary to ensure work conforms to drawings and specifications. This statement pertains to all work defined within this SOW and in Attachment B, "Mobile Lube Truck Specification."

The following quality assurance requirements are imposed.

### **A. Inspection and Test Report**

The Subcontractor shall submit legible, reproducible copies of the Inspection/Test Report(s). The report(s) shall include the following:

1. Identification of the applicable inspection and/or test procedure utilized.



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2. Resulting data for all characteristics evaluated, as required by the governing inspection/test procedure.
3. Traceability to the item inspected/tested, (i.e., serial number, part number, lot number, etc.).
4. Signature of the Subcontractor's authorized representative or agency which performed the inspections/tests.

### **B. Procurement of Potentially Suspect or Counterfeit Items**

Notwithstanding any other provisions of this contract, the Subcontractor shall guarantee that all items provided to the Buyer shall be genuine, new, and unused unless otherwise specified in writing by the Buyer. The Subcontractor further warrants that all items used during the performance of work associated with this SOW, include genuine, original, and new components, or are otherwise suitable for the intended purpose. The Subcontractor shall indemnify the Buyer, its agents, and third parties for any financial loss, injury, or property damage resulting directly or indirectly from material, components, or parts that. This includes, but is not limited to, materials that are defective, suspect, or counterfeit; materials that have been provided under false pretenses; and materials or items that are materially altered, damaged, deteriorated, degraded, or result in product failure.

The Subcontractor's warranty also extends to labels, trademarks, or logos affixed to, or designed to be affixed to, items supplied or delivered to the Buyer. In addition, because falsification of information or documentation may constitute criminal conduct, the Buyer may reject and retain such information or items, at no cost, and identify, segregate, and report such information or activities to appropriate DOE officials.

The Subcontractor shall provide a written statement with each new vehicle procurement, on Subcontractor letterhead, and signed by an authorized representative of the Subcontractor, that *"all items furnished under this Purchase Order are genuine (i.e., not counterfeit) and match the quality, test reports, markings and/or fitness for use required by the Buyer."* This information shall be made a portion of the Certificate of Conformance.

Suspect/Counterfeit Fastener Headmark lists:

Suspect Bolt Head Marking Card

[http://www.hanford.gov/pmm/files.cfm/Suspect\\_Bolt\\_Head\\_Marking\\_Card.pdf](http://www.hanford.gov/pmm/files.cfm/Suspect_Bolt_Head_Marking_Card.pdf)

Stainless Steel Fastener Headmark List

[http://www.hanford.gov/pmm/files.cfm/Suspect\\_Stainless\\_Steel\\_Fastener\\_Headmark\\_List.pdf](http://www.hanford.gov/pmm/files.cfm/Suspect_Stainless_Steel_Fastener_Headmark_List.pdf)



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### C. Certificate of Conformance

The Subcontractor shall provide a legible/reproducible Certification of Conformance (CoC). Subcontractor's authorized representative responsible for quality shall sign the CoC.

This CoC shall, as a minimum:

1. Identify the appropriate Contract number under which the material, equipment, item, or service is being supplied.
2. The COC shall identify the specific procurement requirements to be met by the purchased item. The procurement requirements identified shall include any approved changes, waivers, or deviations applicable to the item or service.

One copy of the documentation, unless otherwise specified, shall accompany the applicable item shipped. For subsequent shipments on this Contract, reference may be made to documentation provided with earlier shipments, instead of duplicating such documentation.

### D. Nationally Recognized Testing Laboratory (NRTL) Listed or Labeled Components In a System (110 Volt System)

All electrical control panels and electrical equipment (a general term including material, fittings, devices, appliances, luminaries [fixtures], apparatus, and the like used as a part of, or in connection with, an electrical installation) delivered or brought onto the site, in performance of this contract, must be listed or labeled by an organization currently recognized by OSHA as a Nationally Recognized Testing Laboratory (NRTL).

The supplier of a system which has electrical components shall, as a minimum, supply the Buyer with a list of the components which includes the manufacturer and the NRTL which certified the component. The list should include the following:

Component	Quantity	Manufacturer	NRTL
1.			
2.			
3.			
Etc...			

The list shall be signed and dated by the Subcontractor representative performing the verification.



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### **4.4 Government Property**

No Government-owned property will be assigned to the Subcontractor associated with the performance of work scope under this contract.

### **5.0 PERSONNEL REQUIREMENTS**

#### **5.1 Training and Qualifications**

In the event that Subcontractor personnel would be required to perform work on-site, Subcontractor personnel will be escorted at all times by a designated representative of the Buyer.

#### **5.2 Security and Badging Requirements**

For any on site work, see Special Provisions – On Site Services SP-5 for details.

In the event that Subcontractor personnel would be required to perform work on-site, they will be required to obtain an escorted visitor badge from the Hanford Central Badging Office. Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport prohibited articles.

#### **5.3 Work Location / Delivery**

The Mobile Lube Truck shall be delivered under its own power to Warehouse Operations, in the non-badged parking lot behind 2355 Stevens Drive, Richland, Washington.

#### **5.4 Site Access and Work Hours**

The Subcontractor will have access to the delivery site with specific dates and times to be coordinated with the Buyer prior to delivery.

### **6.0 MEETINGS / SUBMITTAL**

Subcontractor shall participate in all meetings as required by the BTR.

General purpose of meetings is for the coordination, control, and direction of the Work. In addition to meetings addressed by this Section, Subcontractor may be required by other Sections and other Subcontract documents to conduct special-purpose meetings and various safety meetings and briefings.

The Subcontractor submittals identified herein and summarized on the Submittal Register shall be submitted by the Subcontractor using the Subcontractor Document Submittal Form (SDSF) (Ref.



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[http://www.hanford.gov/pmm/files.cfm/Subcontractor%20Document%20Submittal%20Form%20\(Word\)%20%20\(rev%206\).docx](http://www.hanford.gov/pmm/files.cfm/Subcontractor%20Document%20Submittal%20Form%20(Word)%20%20(rev%206).docx)

- Thirty days prior to the start of service body fabrication, the Subcontractor shall furnish for Buyer's approval, three (3) sets of design drawings with sufficient data to permit evaluation. The Subcontractor is not authorized to begin fabrication of the service body until design drawings have been reviewed and approved by the Buyer.
- Written documentation of three (3) year extended warranty covering vehicle chassis and service body
- Two copies of the manufacturer's parts list, maintenance, and operations manuals for the chassis and service body
- The Subcontractor shall provide the Buyer notice within twenty (20) working days of construction completion, to allow scheduling of receipt inspection. Inspection of the vehicle will be performed at the Subcontractor's facility prior to delivery to the Buyer's location, at a mutually agreed upon date and time.

## **7.0 DELIVERABLES AND PERFORMANCE SCHEDULE REQUIREMENTS**

### **7.1 Deliverables**

- One (1) Mobile Lube Truck in accordance with Section 3.0.

### **7.2 Schedule**

Delivery shall be made to the Buyer within 120 days of the date of award. Subcontractor provided equipment training shall occur within five working days of vehicle delivery and acceptance.



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## ATTACHMENT A SUBMITTAL REGISTER

### Submittal Register Definitions

1. Numerical submittal sequence number: Example: 1, 2, 3, 4, ... (or organized by topics and project assigned coding structure).
2. Number of Copies and electronic and/or hard copy: Example: E (Electronic only), 6 (Six Hard Copies), or Hard, 1: E, 1 (One Hard Copy, and Electronic).
3. Format: Describes the type of submittal required:

<b>DWG</b>	An AutoCAD drawing using the Hanford standard formatting (See <a href="#">HNF-14660</a> Rev. 2, <i>Off-Site Vendor Directions of the Preparation and Control of Engineering Drawings</i> ).
<b>MFC</b>	Microsoft Format Compatible application (Word, Excel, Access, PowerPoint)
<b>P3</b>	A Primavera Project Planner schedule
<b>GEN</b>	General or Open Format/Media
<b>PDF</b>	Adobe Acrobat (Portable Document Format)

4. Submittal Type:

<b>APW =</b>	Approval Required Prior to Work (Buyer must approve the Subcontractor's submittal prior to the Subcontractor being authorized to proceed with any activity/work associated with the submittal).
<b>AP =</b>	Approval Required (Buyer must approve the Subcontractor's submittal, however, work associated with the submittal may proceed prior to Buyer approval).
<b>FIO =</b>	For Information Only (the submittal is not subject to review and/or approval).

5. **Vendor Information: Mark Yes if document(s) are VI, otherwise leave blank.**

6. Description / Document Title: Title or general description of the document.

7. Submittal Date: Actual date or number of Calendar Days before or after a milestone that a submittal is due from the Subcontractor: Example: June 1, 2005 or CD + 60 [60 days after Conceptual Design Complete]

<b>A</b>	Date of Award
<b>CD</b>	Conceptual Design Complete





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<b>PD</b>	Preliminary Design Complete
<b>FD</b>	Final Design Complete
<b>M</b>	Mobilization
<b>SC</b>	Start of Construction
<b>EC</b>	End of Construction

8. Buyer Review Time (Work Days): Example: 3 Days
9. Subcontract Reference: Cross reference to the Subcontract requirement that defines this submittal: Example: SOW 3.1.2.



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### Submittal Register:

The Subcontractor shall meet the required schedule and provide the documents specified in accordance with the following submittals.

Contract Number and Name:						Revision:		
1. No.	2. No. of Copies* (See End Note)	3. Format	4. Type	5. Vendor Information – Mark Yes if VI	6. Description / Document Title	7. Submittal Date	8. Buyer Review Time (Work Days)	9. Contract Section or Requirement Reference
1.	E:3	DWG/ PDF	APW		Design Drawings	PD	5	6.0
2.	H:1, E:1	PDF	FIO		Warranty Documentation	EC		4.1
3.	E:1	PDF	FIO		WADOT Load Limit Certification	EC		4.1
4.	E:1	PDF	FIO		Inspection & Test Results	EC		4.3
5.	E:1	PDF	FIO		CoC	EC		4.3
6.	E:1	PDF	FIO		List of NRTL certified 110 volt electrical components	EC		4.3.D
7.	H:1, E:1	PDF	FIO		Parts Lists, Maintenance & Operations Manuals	EC		6.0
8.	E:1	GEN	FIO		Notice of Completion	See Description		6.0

**\*For electronic submittals, the number of hard copies can be negotiated with the Contract Specialist and approved by the Project Manager.**



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### **ATTACHMENT B** ***Mobile Lube Truck Specification***

One each Mobile Lube Truck: Unit shall be new (unused), current standard production model, and shall be completely prepared for customer delivery through service by an authorized dealer prior to delivery. Must be current model built for the U.S. market and sold by an original equipment manufacturer (OEM) authorized distributor.

All accessories as listed herein shall be identical to those regularly supplied to the dealer by the original equipment manufacturer, and shall be of identical quality and design as those normally installed on units for sale through normal commercial channels. Unit supplied shall be equipped with the latest model changes and features offered as standard, even where it is not specified in the following list.

#### **Chassis (or equal) as follows:**

- Front wheels aluminum, rear wheels steel. Front tires 385/65R22.5
- Diesel engine – 325HP, 750 lbs torque minimum
- Automatic transmission w/power take off unit (PTO)
- Power steering
- Air brakes with heated air dryer
- Air ride driver seat
- Air conditioning
- AM/FM stereo
- Cruise control
- Tilt wheel
- Center console for books, etc.
- Sun visor
- Aluminum 50 gallon minimum fuel tank
- Heated mirrors with convex spot mirrors
- Single vertical exhaust stack, curbside
- DOT approved seat belts
- Armrests on both doors
- All signal flashers
- High capacity heater/defroster
- Dual electric windshield wipers with interval control and electric windshield washers
- Interior dome light automatic with door opening - both driver and passenger doors
- Exterior grab handles each side.
- 12V accessory plug for lights
- Tinted glass—all windows
- Paint color - white



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- Halogen headlights
- Coolant to -40° F
- Full flow-type oil filter
- Two (2) each: front frame-mounted tow hooks
- Two (2) each: rear frame-mounted tow hooks
- Engine Coolant Heater
- Back-up alarm
- Back-up camera

### Cabinets – Body

- Open body type
- Rear hose reel enclosure
- One (1): 110 volt GFCI electrical outlet on driver side (Shore Power)
- 12 volt light emitting diode (LED) work lights mounted inside of all cabinets
- 12 volt LED work lights on exterior, top-side of service body, one at each corner
- One (1): 12 volt switch kit for lights
- Four (4) each: 110 volt LED flood lights on driver side-minimum 500 watts
- One (1): 110 volt switch kit for flood lights, wall mounted
- Two (2): amber strobe lights, top-side of service body
- One (1): 2,500 watt electrical inverter with indicator lamp in cab
- Filter storage compartment, largest size possible (Requires Buyer approval)
- Underbody tool boxes, large enough to store 5 gallon bucket (approx. 13' diameter x 16" height)
- VanAir RC40 hydraulic driver rotary air compressor
  - 40 CFM @ 175 PSI
  - ~25 gallon frame mounted air tank
  - Parker desiccant filter
  - Speedair Water Separator

### Storage Tanks

- All tanks shall be insulated, poly construction
- 110 volt shore powered immersion tank heaters
- One (1) each: 115 gallon minimum waste oil tank
- Three (3) each: 50 gallon minimum heated oil tanks
- Five (5) each: 115 gallon minimum heated oil tanks
- Two (2) each: 85 gallon minimum fresh glycol/anti-freeze tank
- One (1) each: 85 gallon minimum waste glycol/anti-freeze tank
- Provisions to mount one (1) 55 gallon grease drum equipped with shore powered blanket heater
- Provisions to mount one (1) 140 lb grease drum equipped with shore powered blanket heater



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- Oil and filter drain area approx. 30" long x 30" wide x 18" high in size
- Diesel fuel tap to fill/prime fuel filters
- Sight tubes on all fluid tanks.
- Morrison Bros. 3-way valves (# M100/M1150/M200) on both antifreeze tanks and the waste oil tank
- Ball valves on bottom of antifreeze, waste antifreeze, and waste oil tanks to isolate pumps.

### Pumps and Components

- Product pump system: Air
- PTO driven hydraulic pump (for rotary air compressor)
- Lincoln Power Master 4 oil and grease pumps and guns
- One (1) oil nozzle per system: Metered 0-60 quart nozzle with holder
- One (1) antifreeze nozzle per system: non-metered valve, high flow
- Fifteen (15) each: Rear mounted hose reels as detailed below
  - JIC fittings
  - Two (2) each: grease hose reels, 100' of 3/8" hose
  - Eight (8) each: fresh oil product hose reel, 75' of 1/2" hose
  - One (1) each: waste oil hose reel, 75' of 3/4" hose
  - Two (2) each: fresh antifreeze hose reel, 75' of 1/2" hose
  - One (1) each: waste antifreeze hose reel, 75' of 1/2" hose
  - One (1) each: compressed air hose reel, 100' of 1/2" hose



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### ATTACHMENT C *Service Location Radius Map*

The following highlighted radius map depicts the 185 mile radius from Richland, Washington, where the warranty service facility must be located per the Buyer requirements. If a vendor located outside the radius, on the map below, would like to submit a proposal, the dealer would cover any and all transportation costs associated with returning the vehicle to the service facility for warranty repair.

